SharePoint Online for End User & Power User (1 Day)

Code: SP-100

About this course

This course will provide students with the knowledge and skills to efficiently use SharePoint Online on a day-to-day basis. At the end of this course, students will be able to effectively navigate SharePoint Online capabilities.

Product:	Microsoft (Office) 365, SharePoint Online
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	End Users/Site Owners with fundamental Microsoft Office proficiency
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (1 Day)

Module

Module 1: Introduction to Microsoft 365 and SharePoint Online
Lessons:
- What is Microsoft 365?
- What is SharePoint Online?
- SharePoint Capabilities
- SharePoint mobile apps
- What is SharePoint Start page?
- Overview of Teams and SharePoint integration
- Collaborating with Teams, SharePoint, and OneDrive

Module 2: SharePoint Sites and Contents
Lessons:
- SharePoint Sites model
- SharePoint Content Structure
- Levels of navigation
- Change the look
- What is SharePoint List?
- What is SharePoint Document library?
- Adding Files to a Library
- Co-authoring
- Versioning
- Restore deleted items from recycle bin
- Sync SharePoint files and folders
- SharePoint Views

- ▪ Metadata architecture
Mini Lab: Working with Libraries and Lists

Module 3: SharePoint Pages
Lessons:
- ▪ Modern pages
- ▪ Page lifecycle
- ▪ Create a page
- ▪ Using Web parts
- ▪ News web part
Mini Lab: Working with Pages

Module 4: SharePoint Permission and Sharing
Lessons:
- ▪ Share a site
- ▪ Share files or folders
- ▪ Shareable links
- ▪ Guest sharing
- ▪ Stop sharing files or folders

Module 5: SharePoint Search
- ▪ Overview of Search
- ▪ How to search for documents and content